

KIRKHILL COMMUNITY CENTRE
Meeting Of The Board Of Trustees
Monday, 5 October 2015

1 Attendance

1.1 Members Present

Alasdair Morrison (AM) - Chair
David Knox (DK),
Erik Lundberg (EL),
Wilma Williamson (WW),
Sandra Hogg (SH),

Alistair Norrie (AN)
Kay Horne (KH)

1.2 Apologies

Kenny Macdonald (KM)
Isobel Maclean (IM)

2 Minutes

2.1 Acceptance

Proposed by AN, seconded by AM.

2.2 Matters Arising

2.2.1 KCC Bank Account

AM reported that the online access to the bank account had been set up but not yet tested.

2.2.2 Email Address

DK reported that he has contacted Fergus Weir to change the contact email address but had not yet heard back. If the change had been implemented.

2.2.3 Policy Documents

AM had forwarded some amendments to SH who had yet to make the changes. The Data Protection policy document was to be circulated prior to approval at the next meeting.

3 Treasurer's Report

3.1 Monthly accounts

SH circulated the monthly management accounts for the KCC. There was little movement on the accounts as the financial year was only one month old.

She reported that the KDAA bank account still contained a sum which was to be transferred to the KCC once confirmation that all the direct debits had be moved over to the new KCC account.

Budget for FY 2015/16

SH presented the proposed budget for FY 2015/16. AM had an amendment to the Maintenance budget including an element for tarmacking the car park, including the area formerly occupied by the tennis hut. It was decided that it would be cheaper to cover this

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area with soil and grass it over, thereby saving in the region of £1000. On this basis, the budget, as amended, was passed unanimously.

4 KDAA Final Account

SH reported that the finalised accounts for the KDAA would not need to be submitted until February 2016, thus the KDAA would not be need to be wound up before then.

5 Hire Documents

SH had previously circulated drafts of the documents to be made available to Centre users. These were a User Guide, a Booking Form and Terms & Conditions.

These were all accepted, subject to a number of minor amendments.

6 Maintenance

6.1 Fire Assembly Signs

AM reported that he had fixed Fire Assembly signs to the lampposts.

6.2 Chair Store Lock

AM reported that he had changed the lock on the chair store door.

6.3 Risk Assessment

The Risk Assessment previously carried out had suggested that Emergency Layout Plans should be displayed on the wall next to the fire exits. AN would enquire if these were really necessary.

AM would fit instruction signs next to the fire alarm call points.

6.4 Step Ladders

AM reported that the step ladders were damaged beyond repair and should be condemned. He would source a replacement set.

6.5 Fire Alarm System Check

AM reported that this had been carried out. He observed that the smoke detector in the roof space above the stage had not been checked and would require long ladders to access it on the next inspection.

6.6 Container Painting

EL reported that he had received two quotes for painting the exteriors of the two containers. He had been informed that it was too late in the year to do the repainting and that it would need to be done in the spring.

6.7 Base Course Painting

EL reported that the base course required repainting and that it likewise should be scheduled for the spring.

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7 Safety

7.1 Teapots

WW reported that the large teapots in the kitchen required replacement by smaller ones as it could be dangerous to use the larger ones with boiling water. It was agreed that AM would investigate options.

8 Action Calendar

There were no actions outstanding

9 Membership

EL was to send the list of current users to DK in order that he could contact them to invite them to apply for membership of the KCC.

10 Post Box

It had been suggested that, due to the increase of mail being delivered to the Community Centre, a lockable post box should be fitted to the outside of the centre. After some discussion, it was decided to put a tray on the counter at reception for mail.

11 Sports Field Project

AM reported that there had been a meeting with Sarah Robertson of Sports Scotland regarding the Sports Field Project.

She had suggested that the field drainage required would probably be less than expected and that the expected cost should be in the region of £120,000 to £150,000.

EL reported that three consultants had been approached for quotations to manage the project. The initial response indicated that this would cost in the range of £8,000 to £12,000.

Of this, approximately £2,000 would be required prior to any grant application being submitted and therefore would be at risk if the grant were not to be approved but would be covered by the grant, if approved.

SH asked if there had been any plan to raise the balance of the amount not covered by the grant from Sport Scotland. EL would report back to the project sub-committee.

12 AOCB

12.1 Gala

KH reported that the Gala Sub-committee had been finding it difficult to recruit members. A public meeting had been arranged to be held in the Williamson Room at 7:30 on the 23rd November to discuss the situation. If the situation was not resolved, it was possible that there would not be a Gala Week in 2016.

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12.2 Senior Citizens' Party

KH reported that the Senior Citizens' Christmas Party would take place on 5th December in the Community Centre. SH reported that the budget had allowed for a £200 donation to the party.

12.3 Hub Project

EL reported that there would be a public meeting at 7:30pm on 28th October in the Community Centre where the options proposal would be presented. The survey undertaken had been generally positive.

12.4 Safer Routes to School

EL reported that he had spoken to Fergus Weir, chair of the Parents' Council, regarding the Safer Routes to School scheme. The proposed option of using the KCC car park and improving the path across the playpark had been completely rejected by the Parents' Council, whose preferred option was to redevelop the area across from the school. Options were still being considered.

12.5 Cleaner's Contract

DK reported that he had re-drafted the cleaner's contract and had left it for her at reception. He had not yet received the signed copy back. WW would ask the cleaner to return the signed copy.

12.6 AGM

The Annual General Meeting of the Kirkhill Community Centre would take place at 7:30 on 20th January 2016 in the Williamson Room. DK would ensure that suitable notice would be given to the users.

13 Date of Next Meeting

The next meeting will be held on Monday 2nd November 2015 at 7:30pm in the Williamson Room in the Community Centre.